



Georgia Department of Early Care and Learning

## Georgia's Pre-K Program Chronic Absenteeism or Tardiness Report

*Reports should only be submitted by the Pre-K Project Director.*

Project Director: \_\_\_\_\_

Legal Name: \_\_\_\_\_

dba: \_\_\_\_\_

Site Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

*Directors should review section 3.6 of the current Pre-K Providers' Operating Guidelines for Procedures for Chronic Absenteeism or Tardiness before submitting this request. You will receive written notification of the final determination.*

Child's Name: \_\_\_\_\_ Child's Birthdate: \_\_\_\_/\_\_\_\_/\_\_\_\_

Total Days Enrolled	Total Days Absent	Total Days Tardy (arrived late or left early)

Please describe the plans made/actions taken to encourage the family to change the tardy/absent behavior:

Please attach copies of any letters/written notification that have been given to the family.

Send Reports to:

Lori Smith, R C Program Coordinator

Bright from the Start: Georgia Department of Early Care and Learning

10 Park Place

Suite 200

Atlanta, GA 30303

Lori.Smith@dec.al.ga.gov

.....  
**Office Use Only**

Date Received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Approve Disenrollment: ☐ Yes ☐ No

Additional Information / Instruction: